Approved For Release 2005/11/21 : CIA-RDP70-00211R000500240023-4

SECRET

16 November 1964

MEMORANDUM FOR: Chief, Logistics Services Division, OL

THRU: (1) Chief, Records Administration Staff, DD/S
(2) Chief, Physical Security Division, OS

SUBJECT: FDD Requirement for "Secure Area" Upon Relocation in Key Building

REFERENCE: Telephone request from [redacted] Phys. D/OS, to [redacted] FDD/OCR, 13 November 1964, same subject

25X1

25X1

1. Foreign Documents Division is currently using approximately 3200 square feet of secure area on the third floor, 1717 H Street. This area is occupied by

a. Message Center and Mailing Room
b. Consolidated Transaltion Survey (CTS)
c. Publication Section
d. Reference area

2. The CTS and Reference areas comprise about 1300 square feet of integrated "Unclassified" through "Secret" card files and reports. Because of the interior core construction of the 1717 H Street building it was considered more practical and economical to secure the entire area when we occupied the space in 1961. This gave us secure space for our Publication Section (about 19 people at that time) and for our Message Center in addition to the CTS and reference files and allowed us to dispense with six three-combination safes previously used for overnight storage and to alleviate the multiple-safe security problems for those areas.

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3. In considering the Key Building floor area, we have conceived possible expansion of the secure space to about 5800 square feet so that we may include our in-house reproduction activity and our Transcription and Flexotyping units. This would eliminate our current requirement for four safes and the need to transport a volume of classified printed material from our reproduction room to the secure area for storage at c.o.b. each day.

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4. Viewing the floor layout of Key Building it appears to us that secure partitioning for the 5800 square feet would entail no more expense than for the lesser area, using the center core as a base.

[redacted]

Chief, Foreign Documents Division

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GROUP 1
Excluded from automatic downgrading and declassification



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Security - 11

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# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: Chief, Foreign Documents Division

EXTENSION

NO.

DATE 17 November 1964

| TO: (Officer designation, room number, and building) | DATE RECEIVED | DATE FORWARDED | OFFICER'S INITIALS | COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.) |
|---|---|---|---|---|
| 1. Chief, Records Admin.Staff DDS 604 - 1016 16th St. | | 11/27 | | 1 to 3: |
| 2. | | | | |
| 3. Chief, Phys Sec Division/OS GE 31, Hq. | | | | |
| 4. | | | | |
| 5. Chief, Logistics Services Div., OL 2E-24, Hqs. | | | | |
| 6. | | | | |
| 7. | | | | |
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| 12. | | | | |
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| 14. | | | | |
| 15. | | | | |

Since this request for secure area space in the Key Building reflects an increase of approximately 30% over the present secure area occupied by FDD, I'd like to evaluate this as two separate requests:

The first request, and one that I approve in the best interests of Records Management, involves the Message Center, Publications Section, Consolidated Translation Survey and Reference areas, presently occupying about 3200 sq. ft. of secure area space at 1717 H. St. Secure area space should be provided for these activities, otherwise it will be necessary to revert to more costly safe-type filing equipment requiring additional floor space.

In my review of the second request, to provide space for FDD In-House Reproduction activity and Transcription and Flexotyping units, I find that there are no significant Records Management implications and therefore, feel it unnecessary for me to comment on this [redacted]

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Chief, Records Administration

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